

# ZOOM SET-UP QUICK GUIDE

## Medium Standard Classroom

The image shows the Zoom settings interface and the bottom toolbar. On the left, the 'Audio' settings are expanded, showing 'Select a Microphone' with 'Speakerphone (AV Bridge Mini)' selected, and 'Select a Speaker' with 'Creston (Intel (R) Display Audio)' selected. The 'Video' settings show 'Select a Camera (Alt+N to switch)' with 'AV Bridge Mini' selected. The 'Share Screen' settings show 'Desktop 1' selected and 'Share computer sound' checked. The bottom toolbar shows 'Unmute', 'Start Video', 'Security', 'Participants', 'Chat', 'Share Screen', 'Polling', 'Record', 'Breakout Rooms', 'More', and 'End' buttons. Red and yellow boxes highlight the selected options in the settings and the 'Share Screen' button in the toolbar.

### MICROPHONE

#### Speakerphone (AV Bridge Mini)

- Professional microphones  
(best for picking up instructor)

#### Microphone Array

- Computer microphone  
(best for picking up classroom discussion)

### VIDEO

#### AV Bridge Mini

- Classroom PTZ Camera
- #### Integrated Webcam
- Webcam on top of computer monitor

### SHARED SCREEN

- Choose top left option (Screen)  
to share entire screen
- Check 'Share Computer Sound'

### SPEAKERS

#### Creston (Intel(R) Display Audio)

- Plays sound over classroom speakers

### RECORDING

- Choose 'Record to the Cloud'  
to record Zoom meeting
- Option to record hidden in 'More'  
button when sharing screen